



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

**PUBLIC NOTICE NUMBER** : FINCP/03-010KRH

**OPENING DATE** : 03/12/2003

**CLOSING DATE** : 04/02/2003

**POSITION** : Information Technology Specialist  
(Systems Analysis)

**SERIES AND GRADE** : GS-2210-12 (FPL GS-13)

**NUMBER OF VACANCIES** : One

**SALARY RANGE** : \$59,234 - \$77,005 per annum

**ORGANIZATION** : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Information Technology (OIT)

**DUTY STATION** : Vienna, Virginia

**APPLICATIONS WILL  
BE ACCEPTED FROM** : All qualified applicants (All Sources).

**Note: There will be one rating and selection process applied to both status and non-status candidates.**

**SUMMARY OF DUTIES:** As an Information Technology Specialist (Systems Analysis), you will be working in the Information Technology (IT) Support Section, Office of Information Technology (OIT), Financial Crimes Enforcement Network (FinCEN). You will apply expertise in the planning, design, and implementation of information systems to meet the needs of FinCEN and its customers, including information supplied to the Detroit Computer Center (DCC) of the IRS, as well as other databases supporting FinCEN's mission. You will assure that information systems are effective in meeting the needs of law enforcement and intelligence organizations utilizing that information. You will incorporate data elements and systems capabilities that will generate data in forms and configurations that facilitate the detection of money laundering and other financial crimes, identify alternative system features, ensure the integration of components, streamline the systems, minimize confusion in reporting data, and facilitate the acceptance of data and detail steps or phases necessary to implement system changes. You will work closely with FinCEN program officials to determine their data needs and system features and with the IT Infrastructure Section staff in determining the scope and objectives of the systems in relation to financial database activities, technology requirements and system specifications; and prepare reports according to the provisions of OMB Circular A-1, the Clinger-Cohen Act, and other reporting requirements.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

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1. Skill in applying business process engineering concepts and methods sufficient to identify potential improvements in the way information technology is applied to the use of the Bank Secrecy Act and related databases. (Applicants must address their experience in systems analysis work related to database management applications.)
2. Knowledge of, and skill in applying, the principles and methods for integrating information systems components sufficient to optimize the functionality of networks and systems. (Applicants must address the nature of their experience in integrating systems components, including documentation of physical configuration and definition of hardware and software components.)
3. Ability to interact effectively with internal customers, IT staff specialist, and with representatives of large external database management providers to develop alternatives for providing the desired functionality and to determine the potential impact of changes in database features on FinCEN users. (Applicants must address the nature of their interactions concerning system analysis operations.)
4. Skills in the use of Access and Excel for working with database information processes, including working with database files to determine the nature, content and organization of database files. (Applicants should address their experience in the use of Access and Excel for working with database files.)

**Basis of Rating:** Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

#### **CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this Public Notice has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

#### **Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against the criteria.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

Candidates who are claiming 5-point veterans' preference must attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

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All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be Paid.**

**HOW TO APPLY:**

**All application materials must be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.**

**STEP ONE** - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. To obtain a copy of the OF612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm) . Be sure you provide all the information requested below:

**Job Information:**

- Public Notice Number, title and grade for which you are applying.

**Personal Information:**

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Providing your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

**Education:**

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

**Work Experience** for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

**Other Qualifications:**

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

**STEP TWO** - Submit a supplemental statement addressing each evaluation criteria.

**STEP THREE** - Submit other application materials, as necessary.

- Federal employees seeking CTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled

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- Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last SF-50 "Notification of Personnel Action" and your most recent or last performance appraisal.

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Public Notice: FINCP/03-010KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional information, please call: (703) 905-3719. TDD (703) 905-3839**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**